



Retirement Notice Form

Certificated Positions

REVISED 05/10/21
RE: EGBERT

Name		Employee #	
Street Address		Home #	()
City, State, Zip		Cell #	()
Full Job Title		Site	
Home Email			

<p>CalSTRS RETIREMENT PURPOSES (Last Paid Work Day): For CalSTRS purposes, "Last Paid Work Day" includes the last day of Paid Leave. It does not include unpaid leave days.</p>	DATE:
<p>EGBERT ELIGIBILITY (Last Paid Work Day): For EGBERT eligibility purposes, "Last day of Employment" means last paid work day, or approved paid leave day or approved unpaid leave day, whichever date is later. (EGBERT eligible employees must retire through CalSTRS / PERS within 90 Days of their Last Day of Employment with the District)</p>	DATE:

Type of Retirement (choose one)	<input type="checkbox"/> Service	<input type="checkbox"/> Disability
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Certificated Retirement Steps

- Contact CalSTRS at (800) 228-5453 or www.calstrs.com or visit their office in-person located at CalSTRS, 100 Waterfront Place, West Sacramento, CA 95605, to speak with a counselor.
- EGBERT eligibility (continued benefits after retirement): If you are unsure if you are eligible for EGBERT, go to [egusd.net/EGUSD Employees/Benefits](http://egusd.net/EGUSD_Employees/Benefits). Complete the Elk Grove Benefits Trust Health Insurance Eligibility Request form and submit to Payroll for review/approval. Contact Payroll/Benefits at (916) 686-7778 if you have any questions.
- Complete this form or write a letter of intent to retire and submit to HR. Please be sure to include your last paid work day with Elk Grove Unified School District.

➡ Retirees interested in returning to substitute after the required 180-day break of service:

A 180-calendar day waiting period is required for all employees who retire from a public employer before a retiree can return to work (without rescinding retirement). The 180-calendar day waiting period starts from the first day of retirement. Please refer to the CalSTRS website for more information and exemptions.

Any retiree who works prior to the end of the 180-day timeframe will be docked by STRS the full amount of any paycheck received and the district is fined.

We have established the following criteria for retirees to become eligible to return as a Substitute Certificated Employee after the 180-day waiting period.

Submit an application via EDJOIN for the Substitute Pool. *Please note that submission of an application does not ensure a result in an employment opportunity.* If selected, you will be notified by Substitute Services to begin the hiring process, which will include the following:

- Complete new Payroll paperwork (required for any returning employee).
- We are required by law to re-fingerprint returning employees, as we cannot legally maintain non-employee fingerprints on file as active.
- Completion of Required Annual Trainings prior to returning to service.

(continued)



CalSTRS Retirement Application - Express Benefit Report

Human Resources will automatically submit the transfer of unused sick leave directly to CalSTRS one month after your retirement date becomes effective. Please note, we must have your letter of intent to retire or this Retirement form to complete this transfer.

Notice of Potential Overpayment:

Elk Grove Unified School District calculates and distributes your annual salary based on the school year, July through June. If you do not work the entire school year, depending on your work calendar, you may be overpaid at the time of retirement. (If you did not have any work days in July, this is probable.) The Payroll Department will send you a letter and request repayment, should an overpay of salary occur. For more information, contact Payroll in advance at (916) 686-7778.

I understand that my retirement is voluntary and following acceptance by the Superintendent/Superintendent's designee, cannot be revoked.

Employee Signature

Date

HUMAN RESOURCES	
Employee #	
Job Title	
Site/Dept	
To Pos/Con	P.A./Board <input type="checkbox"/>